



2.1

# MINUTES COMMITTEE OF THE WHOLE MEETING Monday, March 14, 2016

Present:

Mayor Brandt
Trustee Grujanac
Trustee McDonough
Trustee Leider
Village Attorney Simon
Chief of Police Kinsey

Public Works Director Woodbury Management Analyst Shoukry Trustee Feldman Trustee Hancock Trustee Servi

Village Clerk Mastandrea Village Manager Burke

Finance Director/Treasurer Peterson Community & Economic Development

Director McNellis

#### **ROLL CALL**

Mayor Brandt called the meeting to order at 7:15 p.m. and Village Clerk Mastandrea called the Roll.

#### 2.0 APPROVAL OF MINUTES

2.1 Acceptance of the February 22, 2016 Committee of the Whole Minutes

The minutes of the February 22, 2016 Committee of the Whole Meeting were approved as submitted.

# 3.0 ITEMS OF GENERAL BUSINESS

- 3.1 Planning, Zoning and Land Use
  - 3.11 Public Hearing regarding a Major Amendment to Special Use Ordinance No. 05-1954-18 for revisions to an existing Area of Special Sign Control to permit new multi-tenant ground signs for Lincolnshire Commons Retail Center, 900-970 Milwaukee Avenue and 225 Aptakisic Road (CFNX Linshire, LLC)
  - 3.12 Consideration of an Architectural Review Board Recommendation of design plans for new multi-tenant ground signs for Lincolnshire Commons Retail Center, 900-970 Milwaukee Avenue and 225 Aptakisic Road (CFNX Linshire, LLC)

Mayor Brandt opened up Items 3.11 and 3.12 together.

Mayor Brandt recessed the Committee of the Whole meeting and opened up the Public Hearing regarding a Major Amendment to Special Use Ordinance No. 05-1954-18 for revisions to an existing area of Special Sign Control to permit new multi-tenant ground signs for Lincolnshire Commons Retail Center.

Mayor Brandt provided procedures for the Public Hearing.

Community & Economic Development Director McNellis summarized the requests related to new multi-tenant ground signage at Lincolnshire Commons Retail Center. Community & Economic Development Director McNellis noted the following changes from the last time this was presented to the Board as being sign lettering is now proposed to permit color, visible color at night would be permitted, and the possibility of approving one tenant occupying two tenant sign panels. Community & Economic Development Director McNellis noted staff has some concern regarding one tenant occupying two sign panels.

Community & Economic Development Director McNellis provided details regarding the Architectural Review Board (ARB) recommendation.

Mr. Steven Bauer, Attorney representing CFNX Linshire, LLC was sworn in to the Public Hearing.

Mr. Bauer requested the March 7, 2016 cover letter provided to the Board, modified renderings in response to the ARB recommendation, tenant signage panel criteria, and responses to the review be entered into the record.

Mr. Bauer introduced Ms. Lisa Staszak, Sales Manager with Parvin-Clauss Sign Co. and Mr. Peter Zelenko, cofounder of Portico Partners, Architect for the project.

Mr. Bauer provided a presentation regarding the request related to new multi-tenant ground signage at Lincolnshire Commons Retail Center which now incorporate ARB recommendations.

Trustee Leider asked Mr. Bauer to address the concern of one tenant occupying two sign panels. Mr. Bauer provided a slide showing the possibility of one tenant occupying two sign panels to address concerns of font size possibly being too large, allowing the tenant to occupy two sign panels. A brief conversation regarding the allowance of two sign panels per one tenant followed. Trustees were in favor of two sign panels for one tenant. Village Attorney Simon noted concern regarding new tenant demand once multiple sign panels were awarded for one tenant. Community & Economic Development Director McNellis noted concern regarding duplication of tenant signs and requested the proposal address this concern.

Village Attorney Simon asked if the signs would have to be vertical. Mr. Bauer stated if there is no concern from the Board, he would like to leave the direction of the sign panels open.

The pier dimension change from 30" to 24" was briefly discussed. All Trustees were in approval of the pier dimension change.

Mr. Bauer noted the ARB recommended the sign topper of each sign be illuminated and CFNX Linshire, LLC agreed to up-light the topper of each sign.

Trustee Feldman noted it is hard to imagine the size of the sign and had some concern the signs could block views. Trustee McDonough noted sight line was discussed previously and it was determined the size would not be a problem.

Mayor Brandt adjourned the Public Hearing and reconvened the Committee of the Whole meeting at 7:38 p.m.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.13 Continued consideration of a Rezoning request for a 15 acre lot from R1 Single-Family Residence District to R2A Single-Family Residence District, to permit the development of a 15-lot environmentally sensitive large lot subdivision -1700 Riverwoods Road (Arthur J. Greene Construction Company)

Community & Economic Development Director McNellis provided a summary of the continued consideration of a rezoning request for a 15 acre lot from R1 single-family residence to R2A single-family residents to permit the development of a 15-lot environmentally sensitive large lot subdivision. As a result of the October 2015 Committee of the Whole meeting, the petitioner has revised the plans from 17 lots to 15, incorporated more environmentally sensitive areas to satisfy the R2A zoning, and address concerns with building bulk and design.

Community & Economic Development Director McNellis provided information regarding the process of rezoning.

Mr. Jeffery Greene, President of Arthur J. Greene Construction Company introduced Mr. Tim Golatta, Vice President of Arthur J. Greene Construction Company and Mr. Jesse Conrad of Manhard Consulting.

Mr. Conrad provided a brief presentation highlighting the changes made since the October 2015 Committee of the Whole meeting.

Mr. Greene noted the original plan had 19 lots, then was reduced to 17 and is now 15 lots in order to address density concerns.

Mayor Brandt asked about the bike path requested along Riverwoods Road connecting to Daniel Wright. Mr. Greene noted path construction is not included for that location but an easement would be donated for the path. Mr. Conrad noted the path is dedicated on the landscape plan.

Mayor Brandt asked for information related to the bike path connection on the plan having two different connections. It was determined the Village owned an outlot which would accommodate one connection from the path to Brampton if this would be the desire of the Board. A brief conversation regarding bike bath connections followed.

Trustee Leider noted continued concern regarding density. Mr. Greene stated when developing the project and density, they compared it to surrounding projects and provided detailed information comparing the projects. Mr. Greene noted their concern is taking this project to another price range and away from what the market place wants. Decreasing density would result in bigger homes, which they believe are not desired in the current housing market.

Mayor Brandt noted the driveways appear to be on lot lines on the plan presented. Mr. Golatta noted the driveways were not on the lot line. Mr. Greene stated substantial separation was used and the diagrams on the plans are simply an illustration. Community & Economic Development Director McNellis stated Village Code requires a 5' setback for the driveways.

Trustee Leider noted some roofing restraints in surrounding subdivisions and asked if the proposed project would have the same restraints of cedar shake roofs. Mr. Greene confirmed the project would comply with the cedar shake roofing material.

Mayor Brandt noted two of the Trustees were absent at the meeting and stated they both had comments. Mayor Brandt recommended putting this under Items of General Business on the next Regular Village Board agenda. Mayor Brandt noted Trustee Hancock had comments regarding architecture. Mr. Greene noted no two houses in the subdivision would have the same elevation and he would be happy to work this out with staff and discuss it further with Trustee Hancock.

Trustee Feldman noted trees are along the road and open space and asked if trees would be put on the lots. Mr. Greene noted this is personal landscaping per the owners of the lots. Community & Economic Development Director McNellis noted the Village Code has requirements which will need to be met for the individual lots; each lot that goes to permit would have to meet the landscaping requirement.

Mayor Brandt informed the Board that if this was approved at the next Regular Village Board meeting, it would be simply for the rezoning request.

Mayor Brandt noted three Trustees are currently opposed to the revised lot count. Mayor Brandt requested the re-work of the bike path be provided at the next meeting.

Mayor Brandt asked why some of the swales are not continued. Mr. Conrad noted drainage would be brought to the front of the property and the swales were done this way to keep the flow moving to the front of the property.

There was a consensus of the Board to place this item under Items of General Business for discussion and approval at the next Regular Village Board Meeting.

# 3.2 Finance and Administration

# 3.21 Consideration of an Ordinance Authorizing the Disposal of Surplus Property (Village of Lincolnshire)

Village Manager Burke provided a summary of the request for disposal of surplus property which is typically brought before the Board twice a year.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

# 3.22 Consideration of a Report Regarding Enterprise Software - AccessMyGov Online Interface and Deployment Options (Village of Lincolnshire)

Management Analyst Shoukry provided a report presentation regarding enterprise software – AccessMyGov Online Interface and deployment options.

Trustee McDonough asked for an example of what an outside customer might pull from AccessMyGov. Management Analyst Shoukry provided the example of a monthly request for all building permits, per address, per month. Management Analyst Shoukry also provided an example of Code Enforcement violations.

Management Analyst Shoukry continued with his presentation related to AccessMyGov.

Trustee Feldman asked if residents have the option to "police" their neighbors to see if they have obtained permits for work being done in and around their homes. Management Analyst Shoukry stated this information would be available for neighbors to obtain and view.

Trustee Leider asked Village Attorney Simon what type of risk this presents to the Village. Village Attorney Simon stated his note on the memo is to refer to the Freedom of Information Act and exclude any information from the website exempt from disclosure under this Act. Trustee Leider noted concern regarding putting too much information out; it will be searched instead of requested.

Management Analyst Shoukry provided a search by address for the

Board to see what is available to view. Village Manager Burke noted records from 2006 onward have been brought forward from the old system.

Trustee Leider asked if the Village of Lincolnshire is taking the lead on this and how Lincolnshire compares to other communities regarding this type of interface. Village Manager Burke noted the software is making a big leap in the market in Illinois and there are a number of communities deploying AccessMyGov currently but Lincolnshire is further along. Village Manager Burke stated in terms of publicly available information, Michigan has a different set of requirements in terms of tax information that has to be available online. BS&A headquarters are in Michigan so some of the way in which the information is presented is based on what BS&A has been doing for years in Michigan. Village Manager Burke noted BS&A started as a building software company so the online ability for contractors is more advanced than what most of the nearby communities are at.

Trustee Leider asked if this is housed in the cloud or on-site. Management Analyst Shoukry noted the website itself is housed in the cloud but the data is housed on our server at the Village.

Village Attorney Simon stated as far as having on-line access to permit information, applying for permits, unilateral transactions; this is becoming more prevalent. Trustee Leider stated concern with Lincolnshire taking the lead in this.

Management Analyst Shoukry continued his presentation noting construction amounts are not shown and either are any type of phone numbers. Trustee Leider asked if this is intended for external or internal use, further noting his concerned is not with external use.

Trustee Feldman noted a contractor being listed could be a type of advertisement. Management Analyst Shoukry noted lists are not available by contractor but by address, so if an external user wanted to find a contractor they would have to take the time to search through individual addresses.

Village Manager Burke stated the public piece for contractors to schedule inspections has been beneficial to staff. Village Manager Burke noted the external portion can be changed to what is desired by the Board.

Village Attorney Simon asked if there is a way to prevent a program from doing mass searches. Management Analyst Shoukry noted he would have to look into this and report back. Village Manager Burke noted there is a CAPTCHA required when submitting a request.

Management Analyst Shoukry provided additional information residents can obtain from the software related to Planning & Zoning projects,

Code Enforcement issues, and violations. Management Analyst Shoukry provided information related to water billing information which can be obtained with a pin access number, provided on billing statements.

Village Manager Burke provided information regarding credit card integration with the BS&A software and fees.

Trustee McDonough stated some concern with making the information available for anyone to search. Trustee McDonough noted agreement with making water billing information accessible with pin numbers, but had some concern if someone got a hold of someone else's pin number. Finance Director/Treasurer Peterson noted with regard to credit card payment, all card information would be communicated securely and in compliance with Payment Card Industry regulations. Trustee McDonough recommended reducing information down that is available to external users.

Mayor Brandt recommended having a report online for work permits as was done in the past and utility billing information. Mayor Brandt noted some individuals may not even be able to work around the software without some type of training.

Trustee Leider stated his recommendation would be less is more with external aspects of the software. Management Analyst Shoukry noted there are many drill down items available and asked specifically what to withhold from the public. Trustee Leider stated he would need to go through the list of drill down items before he would be able to make a determination. The ability to request building permits and schedule inspections was discussed as being the most useful part of the AccessMyGov Site. Trustee Leider noted he is supportive of this piece but would limit anything additional.

Trustee Servi recommended focusing on items that would make it easier for staff to do their job and bring those items back to the Board.

It was the consensus of the Board to turn off the details on building permit information, planning and zoning information, and code enforcement information. It was the consensus of the Board to approve external access of utility billing with a provided pin number, contractor and residential submittal of online permits, online service requests, scheduling inspections, and online bill payment.

#### 3.3 Public Works

3.31 Consideration of Purchase of a Trailer Mounted Sewer Flusher with Camera System (Unit #502) Under the National Joint Powers Alliance Contract Number (022014-SCA) Awarded to Sewer Company of America, Dixon, Illinois in an Amount not to Exceed \$144,796.23 (Village of Lincolnshire)

Public Works Director Woodbury provided a summary of the proposed purchase of a trailer mounted sewer flusher with camera system under the National Joint Powers Alliance Contract awarded to Sewer Company of America.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

- 3.4 Public Safety
- 3.5 Parks and Recreation
- 3.6 Judiciary and Personnel
  - 3.61 Consideration and Discussion of Issuance of Class "E", "B", "C" "H" (2), "I" (2), and "J" Liquor Licenses for RFMBG Lincolnshire, LLC, D.B.A. Marriott Lincolnshire Resort (Village of Lincolnshire)

Chief of Police Kinsey provided a summary of the request for issuance of Class E, B, C, H, I and J liquor licenses for RFMBG Lincolnshire who purchased Marriott Lincolnshire Resort and will operate under the Marriot Lincolnshire name. RFMBG is required to have new liquor licenses put in place under the correct name.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

#### 4.0 UNFINISHED BUSINESS

### 4.1 Coyotes in Lincolnshire

Trustee McDonough stated residents on Northampton have noted a coyote den exists between their houses. Public Works Director Woodbury stated Public Works received a report of a carcass and it was determined it was a coyote carcass. Public Works Director Woodbury stated he spoke with Lake County Forest Preserve regarding this issue and their recommendation is to remove artificial food sources, discourage coyote presence by making loud noises, and supervise pets outside; the recommendation was not for removal. Public Works Director Woodbury noted he reached out to other communities and could not find any other community performing removal services.

Mayor Brandt noted the area they live in is wooded and coyotes are a part of the environment.

Public Works Director Woodbury noted Illinois requirements for removal are foot traps. If a child or a pet would come across foot traps and get hurt, this would present another liability. Public Works Director Woodbury stated additional FAQ information has recently been posted on the Website and Public Works have been referring calls to removal services licensed through the state and Department of Natural Resources.

Trustee Feldman asked at what point the Village would step in for action. Public

Works Director Woodbury noted removing coyotes is not our expertise and staff tries to educate and refer the calls to the experts. Public Works Director Woodbury suggested possibly having a presentation on dealing with wildlife.

# 5.0 NEW BUSINESS

# 5.1 Speeding on Route 22 and Riverwoods Road

Mayor Brandt noted she received a letter from Mr. Gary Walrath regarding speeding on Route 22 and Riverwoods Road. Chief of Police Kinsey stated he would address the issue. Trustee Leider recommended a stronger Police presence be assigned to these areas to address the issue.

# 5.2 LCA

Mayor Brandt noted she and staff met with Ms. Debbie Burke from Lincolnshire Community Association (LCA) and are moving forward with the 4<sup>th</sup> of July celebration. Mayor Brandt noted, the goal of the meeting with Ms. Burke was to survey some of the Board of Directors and the consensus of the group was to disband LCA. Mayor Brandt stated the Village will be taking over events and suggested hiring a summer intern to work on events. Mayor Brandt received and forwarded a resume from a senior at Stevenson as a possibility for the internship. Village Manager Burke noted there is budget money in the Community & Economic Development budget due to the Planner position not being filled.

Trustee Servi asked what a high school student would be doing to help staff with the events. Mayor Brandt noted some tasks the intern would be able to help and free up staff time. Mayor Brandt asked if the Board was in approval for an intern.

Trustee McDonough asked if there is a procedure for hiring summer interns and if the procedure was followed. Village Manager Burke noted there are procedures in place for seasonal laborers and this process will be followed regarding the hiring of the proposed internship.

Mayor Brandt noted there has been a lot of turnover in staff and currently there is a need for an intern. Long term, other options for staff will need to be decided.

# 5.3 Temporary Signage

Trustee Leider stated he noticed temporary signage on Route 22 that may not meet the sign code. Various signs and locations were noted. Village Manager Burke noted staff would look into this.

#### 6.0 EXECUTIVE SESSION

Trustee McDonough moved and Trustee Servi seconded the motion to go into Executive Session for the purpose of discussing pending or imminent litigation and personnel. The roll call vote was as follows: AYES: Trustees Leider, McDonough, Servi, and Feldman. NAYS: None. ABSENT: Trustees Grujanac and Hancock. ABSTAIN: None. The Mayor declared the motion carried and the Board went into Executive Session at 9:17 p.m. and came out of Executive Session at 9:45 p.m.

Page 10 MINUTES – Committee of the Whole Meeting March 14, 2016

# 7.0 ADJOURNMENT

Trustee Servi moved and Trustee McDonough seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared the meeting adjourned at 9:46 p.m.

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE** 

Barbara Mastandrea Village Clerk